

FY16 GIA MONTHLY REPORTING DOCS

- ▶ 1. **Monthly Deliverable Costs & Activities Report** (original hard copy signed by authorized personnel)
- ▶ 2. **Invoice Worksheet**
- ▶ 3. Supplemental Worksheets (if applicable)
- ▶ 4. Employees' Timesheets (if applicable)
- ▶ 5. **Appendix A documents to verify expenses** – copies of costs records *(for the first two reporting months provide all supporting docs listed in the budget section)*
- ▶ 6. **Appendix A documents to verify deliverables** – copies of program records *(provide all listed supporting docs in deliverables section)*
- ▶ 7. **Narrative** *(summary of grant activities, e.g. events dates, success stories, challenges, corrective actions, etc.)*

WHERE TO SUBMIT MONTHLY REPORT

Director
Department of Community Services
City and County of Honolulu
715 South King Street, Suite 311
Honolulu, Hawaii 96813
Attn: Project Officer's name